



Late Arrivals and Early Departures **for Medical and Dental Appointments**

At Temple Newsam Halton Primary School



Purpose

This policy outlines the procedures and requirements for students who need to arrive late or leave early due to medical or dental appointments. It ensures that all absences are properly documented and authorised, maintaining accurate records on the student's Arbor profile.

Policy Statement

The school recognizes that students may occasionally need to attend medical or dental appointments during school hours. To ensure these absences are authorised and properly recorded, the following procedures need to be followed:

1. Notification and Documentation Requirements

- Parents or guardians must inform the school in advance if their child needs to arrive late or leave early for a medical or dental appointment.
- Evidence of the appointment must be provided in the form of an email or a scanned letter from the medical or dental practice.
- This evidence must be submitted to the school office either before the appointment or upon the student's return to school.
- Parents or guardians must inform the school of who will be attending to collect the child for the appointment.

2. Authorization Process

- Upon receipt of the email or scanned letter, the school office will verify the appointment and authorise the absence.
- The absence will be recorded on the student's Arbor profile, where it will be visible to authorised staff members.
- If evidence is not provided, the absence will not be authorised, and it will be recorded as an unauthorised absence.

3. Storing Documentation

- All documentation related to medical and dental appointments will be securely stored on the student's Arbor profile. No paper records of the appointments will be retained.
- Authorized staff members will have access to this information to ensure accurate attendance records and to support the student's well-being and academic progress.

4. Confidentiality

- All information related to medical and dental appointments will be treated confidentially and in accordance with data protection regulations.

- Access to this information will be restricted to authorised staff members only.

5. Responsibilities

- **Parents/Guardians:** Ensure timely notification and submission of required documentation.
- **School Office/Behaviour & Attendance Lead:** Verify and authorise absences, maintain accurate records, and ensure confidentiality.
- **Authorised Staff:** Access and review attendance records as needed to support the student's educational experience.

Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and compliance with legal requirements. Any updates or changes will be communicated to parents, guardians, and staff.